

**Plus One ADU Program**  
**File Maintenance Checklist 2 - Project / Building Files**

Property Owner Name: \_\_\_\_\_

Building Address: \_\_\_\_\_

- \_\_\_\_\_ application to participate
- \_\_\_\_\_ application review / evidence of selection decision
- \_\_\_\_\_ award documentation
- \_\_\_\_\_ clear scope of work
- \_\_\_\_\_ SHPO correspondence and clearance letter
- \_\_\_\_\_ site-specific environmental certification and attachments
- \_\_\_\_\_ contractor bid solicitation log
- \_\_\_\_\_ tri-party agreement between LPA, homeowner, contractor
- \_\_\_\_\_ project set-up/completion form
- \_\_\_\_\_ inspection log (document initial, progress, final and maintenance inspections)
- \_\_\_\_\_ lead documentation and clearance (impacted units)
- \_\_\_\_\_ invoices and proof of payment
- \_\_\_\_\_ disbursement request
- \_\_\_\_\_ signed restrictive covenant
- \_\_\_\_\_ signed property photo release form
- \_\_\_\_\_ miscellaneous correspondence
- \_\_\_\_\_ before and after photos
- \_\_\_\_\_ proof of reimbursement to contractor
- \_\_\_\_\_ certificate of completion/certificate of occupancy
- \_\_\_\_\_ building permit

Notes: \_\_\_\_\_

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